

**WIRELESS COMMUNICATIONS OFFICER
DEPARTMENT OF TECHNOLOGY SERVICES
(Open Only to Current Permanent City of Long Beach Employees)**

THE POSITION

The position reports to the Manager of the Infrastructure Services Bureau and oversees the Wireless Communications Division, which is responsible for planning, development, construction, installation, maintenance and repair of comprehensive citywide communication systems. These systems include over 6,000 pieces of electronic equipment, such as base, mobile, and portable radios, inter-communication systems, public address and other electrical and electronic systems and facilities which have a total asset value of over \$30 million.

EXAMPLES OF DUTIES

- Plans, organizes, and directs the activities of the Wireless Communications Division.
- Responsible for management the City's radio infrastructure, including microwaves.
- Responsible for the repair and maintenance of both infrastructure and end user radio devices.
- Responsible for the coordination of City radio frequencies.
- Liaison to other City departments and outside agencies in the coordination of radio issues.
- Prepares, monitors and controls the Division budget.
- Manages contracts for outside services in the Division.
- Responsible for overseeing control of parts inventory as well as capital equipment and systems.
- Approves all purchases in the Division.
- Prepares oral and written reports for senior managers, the City Manager and elected officials.
- Selects, trains, evaluates and directs subordinate staff.
- Represents the City at professional organizations such as the California Public Radio Association (CPRA).

THE ORGANIZATION

The Technology Services Department has approximately 140 full-time equivalent budgeted positions. The Departments FY 2005 budget is \$30 million. The Department has four bureaus: Infrastructure Services, Application Services, Customer Services and Operations Support. These bureaus oversee over 150 business applications over 3500 PC workstations and printers, and 7,000 communication devices including over 6,000 radio devices

QUALIFICATIONS

This position is only open to current permanent City of Long Beach employees. Graduation from an accredited university or college with a Bachelor's degree in Computer Science, Telecommunications, Electrical Engineering or a closely related field; a minimum of five years experience in the radio communications field, with at least three years in a supervisory or management role; excellent oral and written communications skills; strong interpersonal skills; experience working in a customer service focused environment; ability to solve problems using creativity and innovation; working knowledge of radio communications systems including knowledge of FCC rules and regulations. Experience offering specific and substantial preparation for the duties of the position may be substituted for education on a year-for-year basis.

SALARY

The salary will be determined based on qualifications with increases based up a merit pay plan.

SELECTION PROCEDURES

Interested candidates should submit a letter of interest, comprehensive resume, salary history, and three work-related references, no later than January 7, 2005 to:

Terry Evans, Manager, Infrastructure Services
City of Long Beach, Technology Services Department
333 W. Ocean Boulevard, 12th Floor
Long Beach, CA 90802

The most qualified candidates will be invited to participate in the selection process.